SIEC PRE-PLANNING MEETING
September 17, 2003

Members attending this meeting:
- Alan Hull, WSDOT
- Alan Komenski, Association of Washington Cities (via telephone)
- Scott Bream, DIS
- Fred DeBolt, WSDOT
- Joe Huden, MIL
- Jim Broman, Fire Chiefs Association
- Roy Lum, DIS
- Robert Veliz, WSP
- Rich App, DIS
- Marie Sullivan, DIS
- Dennis Hausman, DIS

SIEC Inventory

The group discussed the inventory another time, to be sure that all the required information was captured. We discussed the part of the inventory dealing with financial matters and decided that although that information is important, the inventory would not be the proper mechanism to capture that information. There was some thought that asking local government for financial information at this time was pre-mature, and that the person filling out the inventory would not generally are the person who could answer those questions.

Rich App was invited to this meeting from DIS, as he would be the person who would be designing the capturing database. Rich advised that drop-down menus would be preferable to straight text. Alan Hull agreed to provide to Dennis information about manufacturers of mobile radios, portable radios and base stations that could be used in drop down menus. We addressed the issue of using drop-down boxes for percentiles; it agreed that it would be better to have that as a text field.

Alan brought up another issue relating to agencies that use equipment/sights owned by other agencies, I.E. PUDs. How would that information be captured? Another cell was to be added to the matrix for comments with a note to list that information in that cell.

It was generally agreed that we would attempt to mail out the Inventory via a "Word" document within the next two weeks, and follow up with sending the "Excel" document thereafter. The thought behind that was to give those that were required to fill out these forms some time to look at the questions that will be asked.

We discussed how to contact the proper individuals representing public safety in the state. Joe Huden advised that EMD would have a list of agencies and contacts that we could access by contacting either Don Miller or Allan Josue.

Alan Komenski suggested that we add a question that would capture information from other agencies/jurisdictions about new or planned interoperable solutions or pilot projects. There was agreement on Alan's concern and this will be addressed with the latest draft of the Inventory.

Attached to these notes is Version 3.5 of the SIEC Inventory.

Suggested Agenda for the First SIEC Meeting
After discussing this issue for some time, the agenda was agreed upon.

Attached to these notes is Version 3.0 of the Suggested SIEC Meeting Agenda.

SIEC Subcommittees vs. Working Groups
Is there a need for subcommittees or working groups? If so, are the groups identified in earlier meetings still applicable? Which groups should be formed and what would their charge be? (To aid in this discussion, draft charters were distributed that outlined the responsibilities of each of the groups discussed at earlier meetings.)

The distinction between subcommittees and working groups was described. A subcommittee is a sub-group of a larger committee. A working group is a group that is formed that may or may not have members of the larger group. The Pre-Planning Group is for the most part a working group, as few members are members of the SIEC. It was the consensus that recommendations to the SIEC relative to sub-groups are in the form of a working group.

The first working group that was identified was the *Staff Advisory Working Group*. Jim suggested that in addition to responsibilities, that another section be added that outlined deliverables. (Attached to these notes is Draft 2.0 of the *Staff Advisory Work Group* with edits.)

At previous meetings, this group believed that the following working groups needed to be formed:
- Staff Advisory Working Group (nee Policy Advisory Working Group)
- Frequency Coordination Working Group
- Standard and Architecture Working Group
- Planning and Assessment Working Group
- SIEC Technology Clearinghouse

There was a clear consensus for the need of the Staff Advisory Working Group. Discussion concerning the other working groups centered on the possibility of allowing the Staff Advisory Working Group to develop other *ad hoc* groups and report to the SIEC. **Most of those in attendance agreed that the Staff Advisory Working Group should have the authority to appoint, create other working groups when necessary. Another viewpoint was that it was**

**possible that there would be too much authority given to this workgroup
and may be detrimental to the SIEC.**

**In all cases, all reports to the SIEC will include both majority and minority
viewpoints.**

There was some discussion, although not brought to resolution "who should
serve on the Staff Advisory Working Group"? **There was agreement that all
those who have been working on the SIEC project thus far should be
included on this working group.** Who else should be invited?

The SIEC will be facing an immediate need for funding. **This group will report
that need and ask the SIEC is they would like the SIEC to develop a
subcommittee, a working group, or ask the Staff Advisory Working Group to
work on that problem.**

ISSUES THAT NEED RESOLUTION PRIOR TO THE SIEC MEETING
- Nominations to the proposed Staff Advisory Working Group
- Briefings – Speaking notes – Assignments
- SIEC Meeting – Responsibilities -- Speakers